



CARRIER INFORMATION

Name	Address	City	State	Zip Code
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TRIP AND VEHICLE INFORMATION

Driver's Name	Vehicle Number	Origin (city/state)	Destination (city/state)
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INTERMEDIATE STOPS (city/state -- in order of occurrence)

1.	2.	3.	4.
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IMPORTANT INFORMATION

YOU MUST RECORD THE ODOMETER READING:

- at the beginning of the trip or day, and
 - at the end of the trip or day.
- Note: Recording reading when entering and leaving a jurisdiction is optional.

MILEAGE INFORMATION

FUEL INFORMATION

[illegible]

TOTAL MILES TRAVELED

TOTAL GALLONS

	MILES PER GALLON
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INSTRUCTIONS

Prepare an *Individual Vehicle Mileage and Fuel Report* for each trip or day of activity. Maintain report and fuel receipts for four years.

CARRIER INFORMATION

NAME - Write the name of the carrier.

ADDRESS, CITY, STATE, ZIP CODE - Write the carrier's address.

TRIP AND VEHICLE INFORMATION

DRIVER'S NAME - Write the name of the driver.

VEHICLE NUMBER - Write the vehicle number.

ORIGIN - Write the city and state where vehicle movement began.

DESTINATION - Write the city and state where the vehicle was unloaded or the final stop of the day.

INTERMEDIATE STOPS

1., 2., 3., 4. - Write, in order of occurrence, the city and state of ALL stops made between the origin and the destination.

MILEAGE INFORMATION

DATE - Write the trip date.

BEGINNING ODOMETER READING - Write the odometer reading at the beginning of the trip or day. (Recording a reading when entering a jurisdiction is recommended, but optional.)

JURIS. TRAVELED - Write, in order of occurrence, EACH jurisdiction traveled during the trip.

HIGHWAYS USED - Write, in order of occurrence, the highways traveled in EACH jurisdiction.

ENDING ODOMETER READING - Write the odometer reading at the end of the trip or day. (Recording a reading when leaving a jurisdiction is recommended, but optional.)

JURIS. MILES - Write the total number of miles traveled in EACH jurisdiction.

TOTAL MILES TRAVELED - Write the total miles traveled during the trip or day. **Note:** To find the *Total Miles Traveled*, subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The results must equal the sum of all of the miles traveled in all of the jurisdictions.

FUEL INFORMATION

GALLONS PLACED IN VEHICLE - Write, in order of occurrence, the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

VENDOR'S NAME - Write, in order of occurrence the name of EACH vendor where fuel was purchased during the trip or day. If fuel was pulled from bulk storage, write *BULK*.

CITY AND STATE - Write the city and the state where the vendor or bulk storage is located.

TOTAL GALLONS - Write the total gallons placed in vehicle during the trip or day.

MILES PER GALLON - Write the total Miles Per Gallon (MPG) for the trip or day. **Note:** To find the *Total Miles Per Gallon*, divide the Total Miles Traveled figure by the Total Gallons figure.

MILEAGE AND FUEL SUMMARY

JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.
ALBERTA (AB)			MANITOBA (MB)			OHIO (OH)		
ALASKA (AK)			MARYLAND (MD)			OKLAHOMA (OK)		
ALABAMA (AL)			MAINE (ME)			ONTARIO (ON)		
ARKANSAS (AR)			MICHIGAN (MI)			OREGON (OR)		
ARIZONA (AZ)			MINESOTA (MN)			PENNSYLVANIA (PA)		
BRIT. COLUMBIA (BC)			MISSOURI (MO)			PRINCE ED. IS. (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (PQ)		
COLORADO (CO)			MONTANA (MT)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEW BRUNSWICK (NB)			SOUTH DAKOTA (SD)		
DELAWARE (DE)			NORTH CAROLINA (NC)			SASKATCHEWAN (SK)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TENNESSEE (TN)		
GEORGIA (GA)			NEBRASKA (NE)			TEXAS (TX)		
IOWA (IA)			NEWFOUNDLAND (NF)			UTAH (UT)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VIRGINIA (VA)		
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			WASHINGTON (WA)		
KANSAS (KS)			NOVA SCOTIA (NS)			WISCONSIN (WI)		
KENTUCKY (KY)			NORTHWEST TERR. (NT)			WEST VIRGINIA (WV)		
LOUISIANA (LA)			NEVADA (NV)			WYOMING (WY)		
MASSACHUSETTS (MA)			NEW YORK (NY)					